

SPECIFICATIONS: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL (IMAGING), AND DELIVER 55 LAPTOPS

1. PURPOSE

The purpose of this document is to appoint a service provider to supply, install (imaging) and deliver 55 laptops to SASSA Head Office.

2. SCOPE OF THE BID

The service provider to supply, install (imaging) and deliver 55 Laptops according to specifications as follows:

2.1. 2-in-1 Laptop Specification

Instruction to bidders: Indicate compliance (YES/NO) to each requirement as per the table below, noting that should the bidder not tick any or tick both (YES and NO) of the comply columns, your bid will be disqualified and not evaluated further.

2-in1 Laptops - Quantity (55)		Comply		Comments
		Yes	No	
Display	13.3 inch One Glass Solution (OGS) touch, Eyesafe.			
Processor	Intel Core Ultra 7 Series Processor			
Memory	32GB LPDDR5x			
Operating System	Windows 11. Pro			
Neural Processing Unit	Intel AI Boost, 40 TOPS			
Graphics	Intel Graphics (integrated)			
Audio	High Definition (HD) Audio			
Network	Integrated Gigabit Ethernet 5G Sub-6 GHz with embedded eSIM Intel Wi-Fi 7 BE200, Bluetooth 5.3			

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2-in1 Laptops - Quantity (55)		Comply		Comments
		Yes	No	
Storage HDD	1TB M.2 2280 PCIe NVMe Solid State Drive			
Pen	Stylus Pen			
Multimode	Laptop, tent, stand and tablet modes supported by 360° hinge			
Connection Ports	1 x USB-A Always On 2 x USB-C Thunderbolt 4 1 x HDMI 1 x Microphone jack 1 x Nano-SIM card slot (WWAN support models)			
Security	TPM 2.0. Kensington Nano Security Slot Security cable locks with keys			
BIOS Customisation and Imaging	SASSA Logo on BIOS start up, Laptops should be loaded with standard SASSA software (to be provided by SASSA) BIOS Absolute Enabled			
Carry Case	Laptop Bag			
Camera	UHD 8.0MP with IR privacy shutter			
Keyboard	6-row, backlight US Layout, Copilot Key			
Battery	57Wh (up to 15.1 hr) battery, Rapid Charge			
Docking	Docking support via Thunderbolt or USB-C			
Power Adapter	65W USB-C slim adapter, PD 3.0			
Weight	Starting at 1.35 kg			
Warranty	3-year NBD Onsite Repair			

3. PRICING TEMPLATE

3.1 It is highly advisable that bidders follow the template below for proper bid evaluation.

2-in1 Laptops - Quantity (55)		Quantity	Unit Price	Vat	Price incl VAT
Display	13.3 inch One Glass Solution (OGS) touch, Eyesafe.	55			
Processor	Intel Core Ultra 7 Series Processor				
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Warranty	3-year NBD Onsite Repair				
Carry Case	Laptop Bag	55			
Docking	Docking support via Thunderbolt or USB-C	55			
TOTAL BID PRICE INCL VAT					

NB: All bidders are requested to submit quotations in South African Rand (ZAR) currency inclusive of VAT. All pricing must be firm and valid for a minimum of 90 days from closing date of the bid.

4. DELIVERY ADDRESS

SASSA HO in Pretoria
SASSA House
501 Prodinsa Building
Corner Steve Biko and Pretorius Street
Arcadia

5. BID EVALUATION METHOD

- 5.1. Bid proposals will be evaluated in terms of the 80/20 preferential scoring system. Proposals will be evaluated as follows:

Stage 1: Phase 1: Special condition
Stage 1: Phase 2: Administrative Compliance
Stage 2: Phase 1: Price and Specific Goals

5.2. Stage 1: Phase 1: Special condition

- Bidders must submit a signed letter with contact details from the OEM or distributor authorising the bidder to sell the proposed brand. The letter must be valid at the date of this bid advertisement until the closing date of the bid.

NOTE: FAILURE TO SUBMIT THE ABOVE-REQUIRED DOCUMENTATION WILL INVALIDATE YOUR BID.

5.3. Stage 1 - Phase 2: Administrative Compliance

5.3.1 Administrative Response Requirements

Bidders must submit the following documents:

- Fully completed and signed SBD forms.
- Proof of registration with CSD
- Valid SARS Tax Compliance Status PIN

NOTE: FAILURE TO SUBMIT THE ABOVE-REQUIRED DOCUMENTATION MAY INVALIDATE YOUR BID.

5.4. Stage 2 - Phase 1: Price and Specific Goals

5.4.1 This bid will be evaluated in terms of 80/20 preference point system.

EVALUATION CRITERIA ON PRICE AND SPECIFIC GOALS

Price and Specific Goals	100
Price	80
Specific Goals	20

Price

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

Preference points will be awarded to a bidder for attaining the specific goals in accordance with the table below:

Specific Goals	Number of points (80/20)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others (Non-Compliant)	0
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.	

- Bidders should submit a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) and/or CSD MAAA number and/or a sworn affidavit indicating the percentage of all shareholders and signed by the commissioner of oaths, all the company shareholders and/or owners.

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- Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.

6. BID ENQUIRIES

- All questions and/or enquiries related to this bid, should be submitted in writing and addressed to the following email address: LaptopProcurement@sassa.gov.za
- No meetings or telephonic enquiries will be entertained or responded to.
- All questions and/or enquiries should be raised within 5 working days from the date of the bid advertisement. No questions and/or enquiries will be considered beyond that period.
- Responses will be provided within 8 working days from the date of the bid advertisement.

7. BID CONDITIONS

- SASSA reserves the right not to accept the lowest quotations, as other aspects such as preference points will be considered.
- SASSA will not be held liable for any expenses incurred by the service provider in preparing and submitting the quotations.
- SASSA reserves the right to negotiate price with the successful bidder.
- Late quotations will not be accepted.
- Bidders must quote according to the specifications, failure to do so will result in disqualification.
- ETA: 6 weeks from PO issue. Failure to deliver the laptops within 6 weeks after receipt of the purchase order will result in the order being cancelled without any notice.
- The General Conditions of the Contract stipulated in the General Conditions of Contract as issued by National Treasury shall apply.